

**NAUGATUCK VALLEY COMMUNITY COLLEGE
ASSISTANT, OFFICE OF THE PROVOST
12-Month, Confidential Position (Educational Services Aide)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Naugatuck Valley Community College

Minimum Salary: \$52,725 annual approximate, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: November 19, 2012

Anticipated Start: Fall 2012

MINIMUM QUALIFICATIONS:

Associate's degree required, Bachelor's preferred, in an appropriately related field together with one to three years of related experience that includes demonstrated knowledge of accepted administrative practices and methods; demonstrated knowledge of computerized systems; strong information technology literacy skills; budget experience and demonstrated ability to interact favorably with faculty, administrators, staff, students and the public.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

The Assistant in the Office of the Provost reports directly to and works under the direction of the Provost providing him/her with managerial, administrative, professional, and confidential assistance as required to ensure the successful operation of the office and the college. Effective areas include: budget preparation; report preparation; technical assistance; office management and organization; supervision of office staff; communications; coordination of meetings, conferences, etc.; special assignments and projects.

APPLICATION INSTRUCTIONS:

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nv.edu/Offices-Departments/Administration/Human-Resources/Employment/itemId/2103/Executive-Assistant-Office-of-the-Provost>

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act (IRCA)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.